

U.S. DEPARTMENT OF ENERGY  
NATIONAL ENERGY TECHNOLOGY LABORATORY

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FAX / EMAIL TRANSMITTAL

**THIS IS NOT A PURCHASE ORDER, THIS IS A REQUEST FOR A PRICE QUOTATION (RFQ) ONLY.**

Total Pages: \_\_\_\_\_ Fax Date: \_\_\_\_\_ Respond By: \_\_\_\_\_ RFQ S06 \_\_\_\_\_

From: DIANE M. FRANKLIN  
Phone No. 304-285-4609, FAX No. 304-285-0986  
[franklin@netl.doe.gov](mailto:franklin@netl.doe.gov) (Please, no junk email), AAD Morgantown, WV

To: \_\_\_\_\_ Company: \_\_\_\_\_ Fax : \_\_\_\_\_ Email: \_\_\_\_\_

**1. THIS FAX COVER SHEET MUST BE COMPLETED AND RETURNED WITH THE VENDOR PRICE QUOTATION, NO EXCEPTIONS.**

**2. YOU MAY FAX ME YOUR QUOTE USING MY QUOTE SHEETS OR USE YOUR COMPANY QUOTATION SHEET, EITHER WAY IS ACCEPTABLE.**

**3. IF ANOTHER COMPANY IS INVOICING, THE PURCHASE ORDER SHOULD REFLECT THE INVOICING COMPANY, CHANGE THE ADDRESS BLOCK IF NECESSARY.**

**4. IF YOU WOULD PREFER TO RECEIVE FUTURE RFQ'S VIA EMAIL, INSTEAD OF A FAX, PLEASE PROVIDE AN EMAIL ADDRESS (ABOVE) FOR SOMEONE THAT CAN PROVIDE A QUOTATION.**

1. Business Size: SM \_\_\_\_\_ LG \_\_\_\_\_ WO \_\_\_\_\_ DAdv \_\_\_\_\_ Other \_\_\_\_\_ No. of Empl: \_\_\_\_\_  
2. Dun & Bradstreet No.: \_\_\_\_\_ TAX ID: \_\_\_\_\_ (required)  
3. Central Contractor Registration ([www.ccr.gov](http://www.ccr.gov)): \_\_\_\_\_ YES \_\_\_\_\_ NO (required)  
4. Payment Terms: Net 30 \_\_\_\_\_ YES \_\_\_\_\_ NO Other: \_\_\_\_\_  
5. State: \_\_\_\_\_ County: \_\_\_\_\_ District: \_\_\_\_\_  
6. GSA Schedule No. \_\_\_\_\_ (if applicable)  
7. Delivery of Item(s): FOB Destination \_\_\_\_\_ YES \_\_\_\_\_ NO

**Other Information:** A Dun and Bradstreet Number is required for all Purchase Orders issued by the U.S. Dept of Energy. Registration of your company on the [www.ccr.gov](http://www.ccr.gov) website is required before a Purchase Order will be issued to your company. A Dun & Bradstreet Number is required for registration on the [www.ccr.gov](http://www.ccr.gov) website. Registrations must be updated once each year. If your registration has expired a purchase order cannot be issued to your company. All registrations are checked before a purchase order is issued.

PLEASE ONLY FAX ME BACK THE SHEET(S) CONTAINING PRICES, DO NOT SEND BACK THE PAGES CONTAINING THE CLAUSES.  
ALSO, USE MY FAX COVER SHEET TO RETURN YOUR QUOTE, THE INFORMATION CONTAINED IS REQUIRED TO BE SUBMITTED WITH QUOTE.